SENIOR LAWYER, RESEARCH AND COMMERCIALISATION

DEPARTMENT/UNIT  Office of the General Counsel

FACULTY/DIVISION  Office of the Chief Operating Officer and Senior Vice-President

CLASSIFICATION  HEW Level 10A

DESIGNATED CAMPUS OR LOCATION  Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Chief Operating Officer and Senior Vice-President is responsible for the Monash University Administration portfolio, which includes the majority of the University’s internal and infrastructure support services.

The Office of the General Counsel (OGC) is the central office within the University to deal with legal issues. We provide comprehensive legal advice and services to senior management and staff on matters that relate to the University’s governance and its diverse educational, research and commercial endeavours. We are customer focused in partnering with our University clients to deliver timely, accurate and practical legal advice. We also coordinate access to external legal services as required.

POSITION PURPOSE

This position is a senior legal contact within the OGC for the research and commercialisation stream. The incumbent will support the Director, Legal Services – Research and Commercialisation to support the University in achieving its goals through the provision of timely and authoritative legal advice and services on a wide range of legal matters relevant to the University’s research and commercialisation endeavours, working closely with a variety of stakeholders across the University.

Reporting Line: The position reports to the Director, Legal Services – Research and Commercialisation

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Provide timely, accurate and practical high-quality legal advice, research, documents and services to management and staff on day-to-day and complex legal matters in the areas of disputes and administrative law, applying a deep understanding of the University’s strategic objectives and the business imperatives associated with each matter that is being handled.

2. Act as a senior legal contact relating to disputes and administrative law issues, by providing strategic legal advice that supports the achievement of organisational objectives.

3. Ensure the provision of effective negotiation, transaction and project management support to relevant business units, and higher management.

4. Build and sustain relationships with a network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with client needs.

5. Support the development and implementation of initiatives, improvements to the service delivery model and solutions to improve the effective operation of the OGC and strategic delivery of legal services to clients.

6. Provide leadership and guidance to colleagues both within the OGC and external to the OGC as appropriate.

7. Apply judgement to prioritise work of self and others and effectively manage client expectations in a high volume legal office.

8. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Tertiary qualifications in law (LLB); and
   - legal practising certificate; and
   - high standing with extensive experience in a legal practice setting.

Knowledge and Skills

2. Extensive experience in administrative law, ideally within or concerning a public sector setting.

3. Significant experience in research and/or commercialisation.

4. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels.

5. Exceptional communication skills, including the ability to provide authoritative advice, and effectively communicate complex information in a clear, succinct manner.

6. Demonstrated ability to be independent, flexible and versatile, to manage competing priorities and deliver high quality advice within tight timeframes, targeted to the University’s needs.

7. Excellent legal drafting and advocacy skills including exceptional accuracy and attention to detail.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required.
- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which taking of leave may be restricted.
- A current satisfactory Working With Children Check is required.
- This position will require a successful National Police Record check.
Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.